

Evaluator's Guide - Section 5 | Phases of the Evaluation Process for Teachers with BK SP II Licensure

Teachers with a BK SP II, Pre-K Add-on or Provisional BK license are evaluated and not mentored. Evaluation results are used to inform the IGP process.

Phase I – Self-assessment

- Self-assessment (teacher completes PKKTPAI Snapshot - no ratings)

Phase II – IGP

- Teacher begins developing an Individual Growth Plan (IGP) based on self-assessed needs by October 30

Phase III – Team agreement

- TLU evaluator contacts teacher to schedule first evaluation (unless unannounced) by November 30
- Evaluator reviews the Team Agreement with MAF Teacher and Site administrator

Phase IV – Formal evaluation begins

- Evaluator completes annually
 - Pre- and post conferences (unless PKKTPAI is unannounced)
 - 2 Snap Shot PKKTPAI Evaluations (Formative) by November 30 and February 15
 - 1 Full PKKTPAI evaluation (Summative) by May 15 in 5th year of 5-year renewal cycle
- Use results to inform IGP revisions or goal completion
- Self-assessment ongoing; informs professional development needs

Phase V – Evaluation results submitted

- Evaluator sends results to OSR/Teacher Licensure Unit (TLU) for teacher's file
- Teacher provides copies of PKKTPAI results to Site Administrator and keeps copies for self

Phase VI – Submission of IGP and Professional Development Log to the TLU

- Teacher submits IGP and Professional Development Log to OSR/Teacher Licensure Unit (TLU) by:
 - June 15 (5th year of licensure renewal cycle) for teachers with BK SP II or PKK Add-on, or Provisional Licensure